

STATE OF HAWAII
REQUEST FOR EXEMPTION FROM CHAPTER 103F, HRS

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STATE PROCUREMENT OFFICE
STATE OF HAWAII

To: Chief Procurement Officer

From: Department of Health (DOH)/Family Health Services Division (FHSD)/WIC Services Branch

Department/Division/Agency

Pursuant to § 103F-101(a)(4), HRS, and Chapter 3-141, HAR, the Department requests a procurement exemption to purchase the following:

Title and description of health and human service(s):

Planning and Coordination of Breastfeeding Peer Counselor Program for the WIC Services Branch.

The provision of breastfeeding peer counseling services from the peer counselor trainee to WIC participants at a yet to be determined WIC local agency as part of the training requirement within the 103D RFP-004-02-O.

Provider Name: PACT (Parents and Children Together)	Total Contract Funds: Approximately \$6,000 out of the \$93,000 total contract is associated with peer counselor services provided during the training phase.	Term of Contract: From: To: State's Notice 9/30/2005 to Proceed
Provider Address: 1485 Linapuni Street, Suite 105 Honolulu, HI 96819	Contract Funds per Year (as applicable).	

Explanation describing how procurement by competitive means is either not practicable or not advantageous to the State:

The Hawaii WIC Services Branch is contracting services for a breastfeeding peer counselor coordinator to develop the program infrastructure which includes the development of procedures, methodology to track breastfeeding rates, procure and/or develop training aids to complement the training experience, revise and update the Hawaii WIC Breastfeeding Implementation Plan (BIP) for Hawaii WIC's first Breastfeeding Peer Counselor Program. The contractor shall develop and implement two training curricula. The first curriculum shall be targeted to the Breastfeeding Peer Counselor trainee. The second curriculum is targeted to all pilot site staff. The coordinator shall provide technical assistance with peer counselors and shall provide at least three observations of peer counselor trainee counseling sessions. Documentation by the trainee will be evaluated on a monthly basis for accuracy, quality, quantity and frequency in keeping with program policy and procedures. The contractor is responsible for procuring and coordinating a third training for all Local Agency Breastfeeding Coordinators to become "Certified Lactation Counselors" in preparation for possible supervision and technical assistance of future peer counselors should funds become available to continue the program.

Food and Nutrition Services per All States Memorandum 04-17, dated January 8, 2004 as attached, states

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that the priority use of the peer counselor funds is to hire and train peer counselors to provide breastfeeding peer counseling services to WIC participants. The 103D RFP-004-02-O is primarily for training of the peer counselors in a WIC local agency, clinic environment to provide an appropriate training experience which includes contact with WIC participants. The RFP-004-02-O RFP is not intended to deliver direct services to WIC participants but must provide a learning experience that will result in the highest quality of competency as a peer counselor for the WIC program.

Procurement as 103F is not practical since the direct service portion of the RFP is approximately \$6,000 out of the \$93,000 total contract funds for RFP-004-02-O.

Details of the process or procedure to be followed in selecting the service provider to ensure maximum fair and open competition as practicable:

The present 103D RFP-004-02-O is to provide infrastructure building and training for peer counselors as defined by United States Department of Agriculture (USDA) guidance and Hawaii WIC BIP. The training experience includes didactic studies and most importantly a training/practicum experience at a WIC local agency with WIC participants to gain peer counselor skills and validate competencies in a clinic setting. The focus of the RFP is directed to training and infrastructure which are 103D services, not to the provision of direct services.

A description of the state agency's internal controls and approval requirements for the exempted procurement: USDA has required:

1. Hawaii WIC to develop a USDA approved State specific BIP. The plan provides program guidance to identify needs and/or strategies that best meet the needs of the state. Hawaii WIC has never had a peer counseling program. Hence, our efforts are primarily infrastructure and training in nature at this time.
2. Peer Counselor Training Curricula and Policy/Procedures for the 2006 Hawaii State Plan to be developed for approval (see attached State Plan Guidance).

A list of state agency personnel, by position title, who will be involved in the approval process and administration of the contract:

Linda Chock, WIC Services Branch Chief
Sue J. Uyehara, Program Support Section Chief
Elizabeth Apana, Public Health Administrative Officer III

Direct questions to (name & position): Sue J. Uyehara, Program Support Section Chief	Phone number: 586-8006	e-mail address: sjuyehar@mailhealth.state.hi.us
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This exemption should be considered for list of exemptions attached to Chapter 3-141, HAR: Yes ☐ No ☒

I certify that the information provided above is to the best of my knowledge, true and correct.

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Department Head Signature

DEC 29 2004
Date

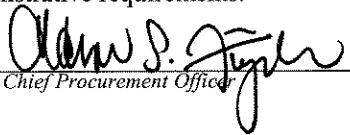
Chiyome Leinaala Fukino, M.D.
Typed Name

Director of Health
Position Title

Chief Procurement Officer's Comments:

Please ensure adherence to applicable administrative requirements.

☒ Approved ☐ Denied


Chief Procurement Officer

1/10/05
Date

cc: Administrator
State Procurement Office